

## **Historic, Archive Document**

Do not assume content reflects current scientific knowledge, policies, or practices.



Reserve

1.916

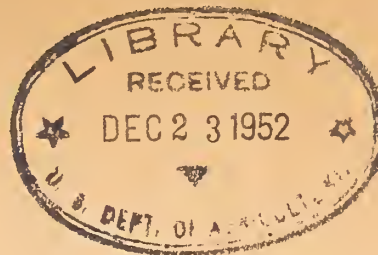
An7



✓ U. S. DEPARTMENT OF AGRICULTURE  
✓ LIBRARY

✓ Annual Report on Management

August 6, 1952



Improvement of management continued to be a day to day part of the work of the Library. Among the achievements in the last fiscal year were: (1) progress in converting all instructions and procedures to writing and (2) complete revision of the procedures in the Library manual.

A study still in progress tests the efficiency of visible index trays as against conventional card trays for periodical checking records. Preliminary results indicate increased speed of 35 per cent in entering periodicals. It should be noted that this result is preliminary and tentative; another six months of study will be required to obtain reliable, firm results.

A time study of the work done by interlibrary loan assistants and liaison staff at the Library of Congress resulted in establishment of tentative performance standards for these jobs.

Elimination of duplicating records of periodical holdings between the catalog and the shelflist (inventory record) was achieved.

Copies of periodicals used for circulation only were formerly entered in our records and then had to be discharged. A change in procedures during the last year eliminated the recording and thus made the periodicals ready for use more speedily with less staff time. In addition, it eliminated the work of shelving these periodicals and freed shelf space formerly cluttered with added copies.

Improved coordination of the work of searchers in the order section with that of catalogers in the catalog section has eliminated duplication of work between these two units.

Rescheduling the catalog card production has improved service to the branch libraries. This was done by preparing the cards immediately after the book is ordered so that they are ready by the time the book is received.

The study of use of book pockets at branches led to their elimination for books at Beltsville Branch.

These are merely examples of types of management studies in the Library. Management studies go on constantly as a part of our day to day work in every division, and plans for the current year consist of constant study and evaluation of all programs and routines.

